

MEMORANDUM FOR: Associate Deputy Director for
Administration

FROM: Executive Assistant to the DDCI

Jim:

DDCI checked on left the ones he would like.
Defers to you on the rest.



Date 7 October 1985

STAT

SUGGESTED ITEMS FOR INCLUSION IN THE NEW BUILDING TIME CAPSULE

DD/A Registry
86-2001

- ✓ 1. - A copy of the CIA Credo. ✓ ✕
- A photograph of the area behind the cafeteria before the construction.
- A copy of "The International Arena in the Year 2000," by [redacted], Special Assistant for Warning, NIC, 17 April 1985 (unclassified). ✓
(Submitted by [redacted], IPC Staff).

2. Representative samples of the hardware deployed by OTS in support of classical intelligence opportunities should be placed in the time capsule; suggestions are:

✓ [redacted]

3. - A CIA medallion to honor all employees.
(Submitted by [redacted] OC/CSD). ✓
4. - FBIS field coverage schedule. The publication is a sensitive and comprehensive reflection of what is of concern to the intelligence community at this time (copy sent by suggestor).
- One copy of an FBIS Daily Report.
(Submitted by [redacted] FBIS).
5. - Personnel Management Handbook.
- In Search of Excellence documentation.

✓ [redacted]

- Office/Directorate strategic plans.
- Consider microfiche storage of paper documents.
(Submitted by Pete D., OC/CSD).
6. Microfiche of unique documents.
(Submitted by [redacted] DD/OS/PTAS).

DD/A REGISTRY
FILE: 45-8

7. - A collection of articles from the Post or Times of special interest to the Agency on the cornerstone date. It would be interesting to future Agency people to see what issues we were concerned with "way back then."

+ 4/10 front pages

- Agency telephone directory.

- ✓ - Photographs of Headquarters before new construction began, including aerial views. X
(Submitted by [] NPIC/ESG/G&PD/RSB).

8. A microfilm/microfiche list of the true names of all of the Agency's employees as of the date of capsule emplacement.
(Submitted by [])

9. - A 3380 direct access storage device--the mainstay of our computer storage capabilities.

- The computer code for the Agency's payroll system (not the data, just the program code).
(Submitted by [])

- ✓ 10. A copy of the Groundbreaking Photographs booklet from the 24 May 1984 ceremony. X
(Submitted by [])

11. A copy of the 1984 special issue of Studies in Intelligence, "OS Intelligence and Vietnam" (copy forwarded by suggestor).
(Submitted by [] OTE/CSI).

12. An employee badge.
(Submitted by [] SOVA/DEIG/DEA/SA). ✓

13. An annual salary rate card for 1985. X
(Submitted by [] DDO/IHS/OG/DMSE).

14. List major accomplishments by department, including and emphasizing technological advances. i.e. - X

o S&T - []

o DO/DI - Human intelligence gathering.

o DA - OC message handling capacity.

o Suggest storing info on cassette or video cassette tape.
(Submitted by [] 1A53 Hqs).

15. A copy of "A Style Manual and Writers Guide for Intelligence Publications". Suggestor indicates it should be interesting to users of the future Agency style books, writers, editors, etc. to see how (or whether) our "living language" has changed by their time since 84/85.
(Submitted by [] Senior Editor, DDI/CPAS).

16. A copy of the recent DDI publication "Indications of Political Instability in Key Countries" shows Agency effort to avoid foreign policy surprises. Publication is one of the most complex products handled by graphics and printing people. It makes use of the most sophisticated equipment we have in this field. X

(Submitted by [] OGI/FSIC/PI).

17. A copy of the book "In Search of Excellence", by Tom Peters. (Submitted by [] AB/OCR).

18. Include some item concerning the fact that in 1984 Americans elected a former Director of the Agency to the second highest office in the land; namely, the Honorable George Bush, now Vice President of these United States!

(Submitted by [] OLL/ADMIN).

19. - A parking permit. ✓
- A memo.
- A vacancy notice.
- An NID or PDB on memorable historical situations X

Submitted by []

20. A rosebud to commemorate the project or codename by which some applicant cases were referred during 1985 in memory of the effort that was put forth to staff the Agency.

(Submitted by [])

- ✓ 21. CIA Fact book (copy attached). ✓ X
(Submitted by [] DD/PAB).

22. - Copy of "The Field Guide for Logistics Personnel".
- Copy of "Budgeting and Funding for Material Procurement".
- Copy of "Government Liability for Personal Property Claims".
(Submitted by [] C/IMSS/OL).

23. A copy of the CIA Credo.

(Submitted by [])

24. A copy of the "USSR Energy Atlas" (copy attached by suggestor). ✓
(Submitted by [] CPAS/CDP).

STAT

25.

STAT
SIAI

26. Director Casey's speech on terrorism which he gave at he Fletcher School in April 1985.

(Submitted by George Lauder, D/PAO and PAO).

STAT

27. "U Done Good" button. (Submitted by , ODE/FO).

STAT

28. No sleeping library sign. (Submitted by CIA Librarian).

29. A copy of President Reagan's address to the assembled covert members of the Agency in the Headquarters lobby prior to the ground breaking ceremony last year. X

The NAMES associated with the stars which are etched in the granite on the lobby wall.

An audio steel-plated wire recording and/or video tape of present day situations in the Agency, vis-a-vis, our role in the world arena and perhaps statements from a random selection of employees on how they see "service in the CIA." (Compact laser disc might be the least destructible of the audio and/or video media.)

A microchip of some significant and noteworthy Agency accomplishments such as the high points of the "U-2 project" from its development, through collection successes, to the ultimate cancellation of the US-USSR Summit meeting. X
(Submitted by SSA/DDA).

STAT

30. A cornerstone item noting that: in the years 1984/1985, for the first time, the DCI was a Presidential Cabinet Member; the Nation's Intelligence capability was improved as a result of the DCI's Cabinet Member status; and through the perspective that can only be gained as a Cabinet Member, Foreign Intelligence was made both more relevant to national policy makers and more timely. (Submitted by OC/P&BS). Note: Item not submitted with suggestion.

STAT

31. A list of acronyms for operational systems with the acronym meaning and date of IOC. (Submitted Anonymously).

STAT 32. CIA View of the World. Highlight the CIA's role in the U.S. Government; provide a political, social, and economic assessment of the world today (mid 1980s) and project major courses of events. (Submitted by OGI/FSIC/SAB). Note: Item not submitted with suggestion.

33. Field Accounting System (FAS) handbook. (Submitted by Allen Elkins, D/OF).

✓ 34. The booklet, Directors and Deputy Directors of Central Intelligence: Dates and Data - 1946-1983. X
(Submitted by C/DCI History Staff).

STAT